

# Active Duty 6<sup>th</sup> or 10<sup>th</sup> Anniversary Query

**Introduction** This guide provides the procedures for a SPO to run the query to identify members who are within 90 days of their 6<sup>th</sup> or 10<sup>th</sup> Active Duty Anniversary Date.

**Procedures** See below.

Step	Action
1	<p>Select the <b>AD 6<sup>th</sup> or 10<sup>th</sup> Yr Anniversary</b> link from the <b>Career Management</b> pagelet.</p>  <p>The screenshot shows a window titled "Career Management" with a grid of links. The link "AD 6th or 10th Yr Anniversary" is highlighted with a red rectangular box. Other links include "Obligated Service", "Obligated Service Report", "Contract Data", "DD-4 Enlistment/Reenlistment", "Agreement to Extend/Reextend", "Ext/Rext within 30 days Report", and "Extensions not Executed".</p>
2	<p>The <b>Active Duty Anniversary Dt Rpt</b> page will display.</p>  <p>The screenshot shows a form titled "CG_ACTIVEDUTY_ANNIVERSARY_DT - Active Duty Anniversary Dt Rpt". It contains three input fields: "Set ID (Use 00010 for CG):" with the value "00010", "Relation Type:" with the value "CG_SPO", and "Deptid:" with the value "036413". A "View Results" button is highlighted with a red rectangular box.</p> <ul style="list-style-type: none"> <li>• <b>Set ID</b> – Enter 00010 (Coast Guard)</li> <li>• <b>Relation Type</b> –             <ul style="list-style-type: none"> <li>– <b>CG_DEPT_ORG</b> – to view results for one department ID (joins sub-departments).</li> <li>– <b>CG_ISC</b> – to view results for all units serviced by the department ID of the SPO entered in the next field.</li> <li>– <b>CG_SPO</b> – to view results for all units serviced by the department ID of the SPO.</li> </ul> </li> <li>• <b>Dept ID</b> – Enter the Department ID of the Unit, Base or SPO.</li> </ul> <p>Click the <b>View Results</b> button.</p>

*Continued on next page*

## Active Duty 6th or 10th Anniversary Query, Continued

---

Procedures,  
continued

Step	Action																																																
3	<p>The Report results will display.</p> <p>Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File (2 kb)</a></p> <p><small>View All</small></p> <table border="1"><thead><tr><th></th><th>Emplid</th><th>Empl Rcd</th><th>Name</th><th>Dept ID</th><th>Dept Descr</th><th>AD Base Date</th><th>AD Term Date</th></tr></thead><tbody><tr><td>1</td><td>1234567</td><td>0</td><td>Bunny, Buggs</td><td>010833</td><td>CGC NEVERSAIL</td><td>05/17/2006</td><td>05/30/2036</td></tr><tr><td>2</td><td>1234567</td><td>0</td><td>Leghorn, Foghorn</td><td>005157</td><td>CGC NEVERSAIL</td><td>06/27/2006</td><td>07/26/2015</td></tr><tr><td>3</td><td>1234567</td><td>0</td><td>Duck, Daffy</td><td>006533</td><td>CGC NEVERSAIL</td><td>06/28/2010</td><td>06/27/2017</td></tr><tr><td>4</td><td>1234567</td><td>0</td><td>Hawk, Chicken</td><td>006533</td><td>CGC NEVERSAIL</td><td>04/27/2010</td><td>07/26/2017</td></tr><tr><td>5</td><td>1234567</td><td>0</td><td>Fudd, Elmer</td><td>006533</td><td>CGC NEVERSAIL</td><td>06/15/2010</td><td>06/14/2018</td></tr></tbody></table> <p>The Report may be downloaded into several formats sorting/editing.</p>		Emplid	Empl Rcd	Name	Dept ID	Dept Descr	AD Base Date	AD Term Date	1	1234567	0	Bunny, Buggs	010833	CGC NEVERSAIL	05/17/2006	05/30/2036	2	1234567	0	Leghorn, Foghorn	005157	CGC NEVERSAIL	06/27/2006	07/26/2015	3	1234567	0	Duck, Daffy	006533	CGC NEVERSAIL	06/28/2010	06/27/2017	4	1234567	0	Hawk, Chicken	006533	CGC NEVERSAIL	04/27/2010	07/26/2017	5	1234567	0	Fudd, Elmer	006533	CGC NEVERSAIL	06/15/2010	06/14/2018
	Emplid	Empl Rcd	Name	Dept ID	Dept Descr	AD Base Date	AD Term Date																																										
1	1234567	0	Bunny, Buggs	010833	CGC NEVERSAIL	05/17/2006	05/30/2036																																										
2	1234567	0	Leghorn, Foghorn	005157	CGC NEVERSAIL	06/27/2006	07/26/2015																																										
3	1234567	0	Duck, Daffy	006533	CGC NEVERSAIL	06/28/2010	06/27/2017																																										
4	1234567	0	Hawk, Chicken	006533	CGC NEVERSAIL	04/27/2010	07/26/2017																																										
5	1234567	0	Fudd, Elmer	006533	CGC NEVERSAIL	06/15/2010	06/14/2018																																										

---